

# Position Vacancy Announcement



U.S. Consulate General Merida

NO: 15/04

OPEN TO: All Interested Candidates

POSITION: A50-006 Management Clerk, FSN-6

OPENING DATE: May 11, 2015

CLOSING DATE: May 25, 2015

WORKING HOURS: Full-time; 40 hours/week

SALARY: **\*Not-Ordinarily Resident: Starting Salary and Position Grade FP-8 to be confirmed by Washington.**  
**\*Ordinarily Resident (OR): \$ 177,424.34 pesos per year**

*(Note: All ordinarily resident applicants must obtain the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)*

*\*Eligible Family Members and Members of Household must have at least one year remaining to their tour of duty to apply for this job.\**

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**The U.S. Consulate in Merida is seeking an individual for the position of Management Clerk.**

## **BASIC FUNCTION OF POSITION:**

The incumbent will facilitate incoming and outgoing shipments and customs clearances, supports inventory management functions, coordinate travel and hotel agreements and escorts contractors and landlord workers at residences and consulate. The incumbent will design, organize and maintain general filing, to prepare and type correspondence in both Spanish and English.

A copy of the complete position description listing all duties and responsibilities is available at:

<http://photos.state.gov/libraries/merida/801956/Job-Vacancies/PD-MER-A50-006 Management Clerk FSN-0106.pdf>

## **QUALIFICATIONS**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- High school or equivalent degree is required.
- 2 years of clerical office and customer service experience.
- Spanish level IV and English Level III is required. Read/Speak/Write for both languages.
- Must have the ability to effectively interact with a variety of internal customers and external service providers.
- Must exercise good judgment and excellent customer service skills.
- Must have good working office skills, including computer skills to Microsoft Word, Excel, Outlook and other software applications.

## **SELECTION CRITERIA AND CONDITIONS OF EMPLOYMENT:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address these qualifications in the application.

**All applicants must pass a rigorous security certification process.**

**Funds availability limits this position to the Locally Employed (LE) Staff local compensation plan.**

#### Additional selection criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving on probation are not eligible to apply.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All new Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security certification.

#### To Apply

Interested applicants for this position **MUST SUBMIT** the following or the application **WILL NOT BE CONSIDERED**:

- 1) **Universal Application for Employment form** <http://photos.state.gov/libraries/merida/231771/PDFs/DS-0174.pdf> (UAE) **DS-174 plus** any other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- 2) **Non-native Spanish speakers:** The following institution provides the Spanish test CIS (<http://www.cisyucatan.com.mx/>) or Berlitz (<http://www.berlitzmerida.com>). (Valid for two (2) years).
- 3) **Non-native English speakers: TOEIC or TOEFL** English test score is required (Valid for two (2) years). The following institutions provide the mentioned tests: Berlitz (<http://www.berlitz.com>); or Harmon Hall (<http://www.harmonhall.com/>).
  - The scores for Level III (Fluent) are: (TOEFL IBT 76+ or TOEFL ITP/PBT 540+ or TOEIC PBT 650+).
  - Applicants who have completed a University degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.
- 4) **Candidates who claim U.S. Veteran's preference must provide a copy of their form DD-214 with their application.**

**Note: Any costs for travel and test fees are the applicant's responsibility.**

#### SUBMIT APPLICATION TO:

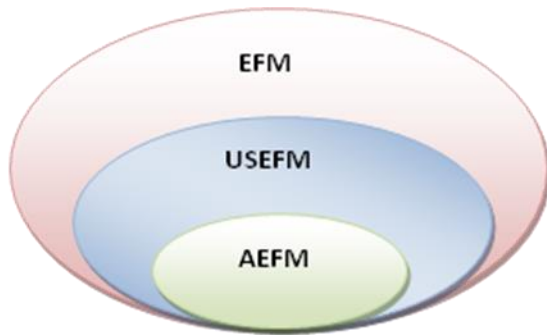
[MeridaHR@state.gov](mailto:MeridaHR@state.gov) (Please include position **A50-006 Management Clerk** in subject line of e-mail.) **Please note that hard copies are not accepted.**

Please check the U.S. Consulate Merida website (<http://merida.usconsulate.gov>) or U.S. Embassy web site ([www.usembassy-mexico.gov](http://www.usembassy-mexico.gov)) for future vacancy announcements.

#### **DEFINITIONS**

1. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
  2. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
- The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

U.S. Citizen; and,

EFM (see above) at least 18 years old; and,

Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**4. Not Ordinarily Resident (NOR)** — An individual who:

Is not a citizen of the host country; and,  
Does not ordinarily reside (OR, see below) in the host country; and,  
Is not subject to host country employment and tax laws; and,  
Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** — A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References